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**430.93****New WIC Foods**

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**Introduction**

This document describes how correspondence about WIC formulas and foods will be handled and filed for future reference.

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**Information  
memo from  
USDA**

USDA shares information about recently approved and non-approved formulas and foods via the FNS PartnerWeb website, e-mail, fax, or in an Information Memo.

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**Formula  
memos**

The table below describes the process for handling formula memos.

Stage	Description						
1	Electronically file the memo under the appropriate folder at <a href="#">H:\WIC\USDA Correspondence</a> .						
2	<table> <tr> <th>IF formula is...</th><th>THEN...</th></tr> <tr> <td>Approved</td><td> <ul style="list-style-type: none"> <li>• Add product to data system formula table if approved by the State office and if there is a current need.</li> <li>• Write a check description for the Friday Facts when formula is activated,</li> <li>• Update the Iowa WIC Program Formula Product Guide</li> </ul> </td></tr> <tr> <td>Not approved</td><td> <ul style="list-style-type: none"> <li>• Keep the memo filed in the appropriate folder under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul> </td></tr> </table>	IF formula is...	THEN...	Approved	<ul style="list-style-type: none"> <li>• Add product to data system formula table if approved by the State office and if there is a current need.</li> <li>• Write a check description for the Friday Facts when formula is activated,</li> <li>• Update the Iowa WIC Program Formula Product Guide</li> </ul>	Not approved	<ul style="list-style-type: none"> <li>• Keep the memo filed in the appropriate folder under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul>
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## New WIC Foods, Continued

### Food memos

The table below describes the process for handling food memos.

Stage	Description						
1	Electronically file the memo under the appropriate folder at <a href="#">H:\WIC\USDA Correspondence</a> .						
2	<table> <tr> <th>IF food is...</th><th>THEN...</th></tr> <tr> <td>Approved</td><td> <ul style="list-style-type: none"> <li>Review the product to determine if it needs to be added to the WIC Approved Food list               <ul style="list-style-type: none"> <li>If yes, add the product to the data system and provide information about the product via Friday Facts</li> <li>If no, keep the memo filed in the appropriate file under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul> </li> </ul> </td></tr> <tr> <td>Not approved</td><td> <ul style="list-style-type: none"> <li>Keep the memo filed in the appropriate folder under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul> </td></tr> </table>	IF food is...	THEN...	Approved	<ul style="list-style-type: none"> <li>Review the product to determine if it needs to be added to the WIC Approved Food list               <ul style="list-style-type: none"> <li>If yes, add the product to the data system and provide information about the product via Friday Facts</li> <li>If no, keep the memo filed in the appropriate file under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul> </li> </ul>	Not approved	<ul style="list-style-type: none"> <li>Keep the memo filed in the appropriate folder under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul>
IF food is...	THEN...						
Approved	<ul style="list-style-type: none"> <li>Review the product to determine if it needs to be added to the WIC Approved Food list               <ul style="list-style-type: none"> <li>If yes, add the product to the data system and provide information about the product via Friday Facts</li> <li>If no, keep the memo filed in the appropriate file under <a href="#">H:\WIC\USDA Correspondence</a></li> </ul> </li> </ul>						
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## New WIC Foods, Continued

### Formula mailings from manufacturers and requests from local agencies

Manufacturers sometimes distribute information about new formulas before notice of approval is received from USDA. At other times the State WIC office first hears about a formula when a local agency calls about it. First, check H:\WIC\WIC foods\FORMULAS\Formula Approval Process, to see if this product has already been approved or not approved by the state WIC office. Then check the WIC Works Formula Database to see if the product is approved by USDA (<http://wicworks.nal.usda.gov/wic-formula>). The table below describes the next steps.

IF the formula is...	THEN...
Listed (i.e., approved)	<ul style="list-style-type: none"><li>• State WIC staff will add the product to the data system formula table,</li><li>• Assist the local agency staff with:<ul style="list-style-type: none"><li>• Strategies for getting food instruments to the participant,</li><li>• Identifying a vendor, and</li><li>• Securing a supply of the product.</li></ul></li></ul>
Not listed	<p>Determine if the product is not approved or if it is a new product</p> <ul style="list-style-type: none"><li>• If the product is not on the lists, contact the Regional office.</li><li>• If not approved, share that information with the local agency.</li></ul>

Note: File product information in the manufacturer's file.

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